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OFFICE of PLAN REVIEW

Welcome to Environmental Plan Review. Our main responsibility is to review building permits, Certificates of Use and Occupancy, and Occupational License applications to ensure that Federal, State, and County (Chapter 24 and Chapter 11c of the Miami-Dade County code) environmental protection laws are complied with. DERM Plan Review has two (2) offices are located at:

The Herbert S. Saffir Permitting and Inspection Center
11805 SW 26th Street, Miami, Florida 33175
(786) 315-2800

DERM Building
33 SW 2nd Avenue, Miami, Florida 33128
(305) 372-6500

The environmental concerns of DERM's Plan Review include but are not necessarily limited to:

- Availability of water and sewer services including concurrency.
- Land uses within Wellfield Protection Areas to protect public potable water supply wells from contamination.
- The platting process and its impact on the construction review.
- The required setbacks of private water supply wells from points of contamination.
- Sewage loading rates.
- Septic tank usage.
- The discharge of domestic/hazardous waste, how, when and where.
- The presence of asbestos or other air pollutants.
- Storm water control.
- Flood plain management.
- Tree preservation.

Examples of required submittals are:

- | | |
|--------------------------------------|---|
| • All Manufacturing Facilities | • Laboratories |
| • Service Stations | • Concrete Plants |
| • Mechanical Repair Facilities | • Mining Facilities |
| • Car Washes | • Buildings with Generators |
| • Restaurant/Food Service Facilities | • Interior Renovations |
| • Entertainment Facilities | • New /modified single-family homes |
| • Retail and Dry Good Facilities | • New/modified multi-unit residences |
| • New/modified parking facilities | • Agricultural Facilities including silos and |
| • Chemical establishments | crop sorting plants. |
| • Doctors/Dentist offices | |

The process is broken down into submittal categories and the types of review done for these categories as follows:

Residential		Commercial	Industrial	Other
<i>Single family</i>	<i>Multi family</i>			
Review for: <ul style="list-style-type: none"> • Water Supply • Sewer or Septic tank • Trees and Wetlands • Flood plain and grading 	<ul style="list-style-type: none"> • Water Supply • Sewer or Septic tank • Trees and Wetlands • Flood plain and grading • Paving and Drainage • Asbestos • COI 	<ul style="list-style-type: none"> • Water Supply • Sewer or Septic tank • Trees and Wetlands • Flood plain and grading • Paving and Drainage • Asbestos • COI • Hazardous Materials/Waste • Air Emissions • Land Use Covenants 	<ul style="list-style-type: none"> • Water Supply • Sewer or Septic tank • Trees and Wetlands • Flood plain and grading • Paving and Drainage • Asbestos • COI • Hazardous Materials/Waste • Air Emissions • Land Use Covenants 	<ul style="list-style-type: none"> • Re-roofs • Certificates of Use and Occ. • Municipal Occ. Lic. • Storage Tanks • Plumbing permits • Boat Ramps • Docks

DERM Recommendations to Customers:

- Plan Review welcomes customers to interact with the Section's personnel by telephoning either one of the phones listed above between 7:30 a.m. and 4:30 p.m. Mondays through Fridays to address any questions that he/she may encounter with the process.
- Plan Review encourages applicants to use the DERM Plan Submittal Checklists in order to submit complete and approvable sets of plans. Plan Review believes that its overall productivity can be greatly improved if the customer submits clear and accurate information for review, along with any supporting documentation.
- Plan Review Section's personnel are available for pre-application meetings with customers and their architects/engineers and recommends that the regulated public take advantage of these opportunities.

Here's a step-by-step "tour" of the plan review process.

Step 1	Customer	<ul style="list-style-type: none"> The customer is required to have plans prepared by an architect and/or engineer licensed and registered in the State of Florida. The customer should submit the plans and the properly completed applications to the corresponding building department. For unincorporated Miami-Dade County the Building Department is located at 11805 SW 26th Street. Please contact the individual Municipalities for the location of their building departments. The customer must provide the Job address, property folio number and legal description of property. The customer is encouraged to review and use a DERM Plan Submittal Checklist to insure that necessary information is provided.
Step 2	Building Dept.	<p><u><i>For Miami-Dade County Building Dept:</i></u></p> <ul style="list-style-type: none"> Plans may be submitted between 7:30am and 4:30pm, Mondays thru Fridays excluding holidays The Building Dept. will route the plans to DERM and all other disciplines which may need to review it. The submittal is assigned a building permit process number which is used to identify the submittal throughout the process by both the Building Dept. and DERM. <p><u><i>For Municipalities</i></u></p> <ul style="list-style-type: none"> Please contact the individual Municipal Building Dept. for their hours of operation, submittal times and submittal requirements
Step 3	DERM	<p><u><i>For Miami-Dade County Building Dept</i></u></p> <ul style="list-style-type: none"> Submittals are reviewed by the Building Dept. and routed internally to the DERM Plan Review Section. <p><u><i>For Municipalities:</i></u></p> <ul style="list-style-type: none"> The customer may submit the plans to either of the DERM Plan Review locations. Please note that where the plans are initially submitted is where the DERM Review will be conducted through out the process, including any rework set of plans. <p><u>All Submittals</u> are stamped with a red DERM processing stamp and are assigned a DERM review number. The plans are then logged in and assigned to a Core Reviewer for review.</p>
Step 4	Pick-up Plans/ Permit	<p><u><i>For Miami-Dade County Building Dept</i></u></p> <ul style="list-style-type: none"> Once the DERM review is completed, (max. 4 days for Residential/ 8 days for Commercial) plans are routed back to the Building Dept. for further review. Plans, which all departments have approved, may receive a building permit. Disapproved plans must be corrected and resubmitted. <p><u><i>For Municipalities:</i></u></p> <ul style="list-style-type: none"> Customers are given a Tracking Card containing the DERM Review number and the name of the Core Reviewer who was assigned the plan. Plans are stored at the DERM Counter Bins for customers to pick-up once the DERM Review is completed. The Tracking Card is used to claim the plans at the DERM Counter. Disapproved plans must be corrected and resubmitted <p>Note: If your plans are disapproved by DERM, please review the Disapproval Comments for the reasons for disapproval. Please address all the comments before you resubmit your plans. If you have any questions you may contact the DERM Plan Review Section to arrange a meeting to go over the disapproval comments.</p>

PROJECTS LOCATED WITHIN A MUNICIPALITY

Apply for a Building Permit at the Municipality's Building and Zoning Department.

SUBMIT PLANS TO THE DERM PLAN REVIEW OFFICES
11805 SW 26th Street or 33 SW 2nd Avenue

PROJECTS LOCATED WITHIN UNINCORPORATED MIAMI-DADE COUNTY

Apply for a Building Permit at the Miami- Dade Building Department.
11805 SW 26th Street

PLANS ROUTED TO DERM PLAN REVIEW SECTION BY THE BUILDING DEPARTMENT

Plans are stamped, assigned a DERM Process number, and logged to a CORE Reviewer. Customers from a municipality are given a tracking card.

The CORE Reviewer reviews the plans for:

1. Water and Sewer service and availability
2. Proposed Land Uses
3. Impact to Wellfield Protection Areas
4. Impact on Natural Resources (i.e. Trees, Wetlands, etc.)
5. Restrictive Land Use Covenants
6. Flood Plain Management

The CORE Reviewer routes the plans to the various sections of DERM, including the engineering group located within the section. The Engineering Reviews done within the Plan Review Section are:

- Industrial Facilities
- Paving and Drainage
- Air/Asbestos
- Storage Tanks
- Uplands & Freshwater Resources
- Agricultural
- Air Pollution Sources

Other reviews which may be required by Sections of DERM located in the main DERM Building at **33 SW 2nd Ave.** Reviews done at the Main DERM Building are:

- Airports
- Coastal
- Industrial Pre-Treatment
- Water and Wastewater Conveyance
- Water Control
- Contaminated Sites

Plans are returned to the CORE Reviewer to finalize DERM's comments and Plan Disposition (Approved or Disapproved)

The CORE Reviewer issues **DERM FINAL APPROVAL** and returns plans to the DERM Counter for Customers to pickup or routing to the Miami Dade Building Department.
FINAL APPROVAL IS ONLY ISSUED BY A CORE REVIEWER

Types of Reviews

The following three groups work together within the Office of Plan Review Services:

- A) The Environmental Core Review
- B) The Engineering Review
- C) The Flood Plain Review

Environmental Core Review

This review consists of DERM Plan Reviewers examining construction plans for building permits and Certificates of Use and Occupancy. Plans are reviewed for compliance with pollution control guidelines covering water supply, sewage disposal, possible restrictions within Wellfield Protection Areas, location of natural resources, contaminated sites, and flood plain concerns. In addition, the Core Reviewer makes a determination if a plan must be seen by any of the DERM specialty reviews (i.e. Engineering Reviews). The Core Reviewer can not approve a plan until all other sections of DERM have approved the plan and all of DERM's requirements have been met. The core review is the initial and final review for DERM. Plans are not considered to have been approved by DERM until the Core Reviewer approves the plans.

Q. What is a Sewer Allocation Letter and

R. A Sewer Allocation Letter, officially known as a Sewer Capacity Certification, is a required pursuant to the requirements set forth in the First Partial Consent Decree, Case No.93-1109 CIV-Moreno, between the Environmental Protection Agency and Metropolitan Dade County. Essentially DERM was given the task of monitoring the County's sewer transmission system to try to ensure that the system does not become overloaded. An allocation letter certifies that your proposed project will not overburden the sanitary sewer system.

Q. Are all applicants required to obtain a sewer allocation?

R. No, only applicants with projects that will be served by public sanitary sewers and have an increase in the amount of wastewater discharged to the public sanitary sewers.

Q. Are there requirements for approval of a residential home to be served by public water and a septic tank?

R. Yes, (a) minimum lot size (Single Family: 15,000ft², Duplex: 20,000 ft²) (b), property location and (c) zoning requirements.

- Q. Do all projects need to obtain a Water and Sewer verification form?
- R. No, only new construction, changes of use, and modifications to existing facilities that are increasing in water and/or wastewater flows.
- Q. What is a Water and Sewer verification form, and how do I get one?
- R. It is a form issued by the utility company verifying that public water and/or sewer will serve a specific property. This form can be obtained from the utility company, which services the area where the project will take place.
- Q. Can I operate a business that is served by a septic tank?
- R. Only DRY USES businesses (Do not handle, store, generate, or dispose of industrial materials) can be approved on a septic tank if they file a Restrictive Land Use Covenant. Any other businesses must apply for a Major Departmental Review (MDR) or approval from the Environmental Quality Control Board (E.Q.C.B.).
- Q. What is a Major Departmental Review (MDR)?
- R. It is an administrative approval issued by the Director allowing certain commercial uses of properties that cannot connect to public sewer and comply with code requirements to use a septic tank as an alternative. A MDR can also be used in the subdivision of residential properties for the use of septic tank systems on sub-standard lots.
- Q. Can all projects that cannot connect to public sewer qualify for an MDR?
- R. No, there are certain requirements that a project must meet. If the project is unable to meet those requirements, the applicant will need to seek approval of a variance from the Environmental Quality Control Board (E.Q.C.B.).

The Platting Process

All land developments in Miami-Dade County and its municipalities are required to apply to the Miami-Dade Plat Committee to obtain approval for any land subdivisions. The Miami-Dade County Plat Committee made up of staff members from various County Departments, reviews all plats prior to the commencement of further development phases.

- Q. What is a plat?
- R. A plat is a proposal for the creation, deletion, and modification of a parcel of land. A plat maybe for, but not limited to, the subdivision of a parcel of land into a number of smaller parcels. Many departments, including DERM, review plat applications to make sure they comply with requirements for development.
- Q. What information should the plat contain?
- R. 1) Number of lots and their dimensions.
2) Zoning of the proposed parcel of land.
3) Development Information
4) County Flood Criteria
5) Grade elevations of the parcel and at least the adjacent 5' feet of neighboring parcels.
6) Location of all easements on the property.
7) Location Map (Scale 1:300)
- Q. Are all proposed parcels required to connect to public water and sanitary sewer systems?
- R. No. If the services are not within the calculated feasible distance for connection and if the proposed uses comply with the septic tank and on-site public water supply well lot size requirements, then septic tank and on-site water supply well will be allowed. If properties do not comply with Chapter 24 requirements, customers have the option of applying to obtain a variance to the code through an EQCB hearing.
- Q. Does the owner of the subdivided property need to have sanitary sewer improvements in place, prior to the approval of the plat?
- R. No. But you need to have a letter of agreement with the utility company and have the water and sewer construction plans approved by the Utility Company, the DERM Water and Wastewater Conveyance Section and the Florida Department of Health before the Final Plat or Waiver of Plat will be approved. If water and sewer plans

are not approved prior to final plat, a copy of the executed service agreement with the utility company and Unity of Title filed and recorded with the County Clerks office may be presented for a conditional final plat approval.

Plan Review maintains a copy of all (previous 5 years) the plats it approves on file. A Reviewer may obtain the conditions under which a particular development was approved, as well as obtaining the approvals for the water and sewer main extensions, trees, and surface water management.

Flood Plain Review

Flood Plain Review is required for all developments. The purpose of this review is to ensure that the proposed building is constructed at an elevation that will minimize any potential flooding caused by storms or from rising water.

Q. What information is needed for a Flood Plain Review?

R. An applicant for Flood Plain Review is required to submit the following:

- 1) A site plan showing project locations, boundaries, and elevations thereof.
- 2) A topographical survey showing site elevations including elevations of the crown of adjacent roads, swales, road shoulders and access to the site.
- 3) Flood Program Legend
- 4) Cross Section showing:
 - a) Grade Elevations
 - b) Transition of grade from centerline of road to structure.
- 5) A floor plan showing:
 - a) Existing and/or proposed lowest floor elevation.
 - b) Grade Elevation adjacent to structure

Q. Why do I need Flood Plain Review?

R. DERM conducts a Flood Plain Review of construction permits as a part of the County's Flood Plain Management Program. The program seeks to eliminate or minimize damages or losses to personal property by managing construction in areas prone to flood.

Q. What's the benefit of the Flood Plain Management Program when I could just build higher so that I won't be flooded?

R. There are a number of benefits; First, Miami Dade County participates in the National Flood Insurance Program, meaning that Flood Insurance is available to who wish to insure their home against possible flooding. For homes in Flood Zones, mortgage lenders require that the homeowner have Flood Insurance. Through DERM's activities residents of Miami Dade County enjoy a 20% discount on their Flood Insurance premiums. In addition, it allows for residents of the County to apply for Federal Aid in the case of a natural disaster (e.g. Hurricane Andrew). Furthermore, if everyone simply built higher without any oversight existing areas with homes built at lower elevations would flood because of water run-off from the higher elevated properties.

Q. What is a Flood Zone?

R. A Flood Zone is an area which FEMA (the Federal Emergency Management Agency) has determined, based on topographical models and studies, to have a 1% percent change of flooding within a given year if projects are built below the a prescribed elevation.

The Engineering Group

This group is responsible for the technical reviews involving Air, Emission Sources, Stormwater Drainage, Storage Tanks and Industrial Facilities.

Air Permit Reviews

Air permit reviews are required and carried out pursuant to the Code of Federal Regulations, Title 40, "Protection of Environmental", specifically NESHAP, 40 CFR61, Federal Asbestos Regulations. Air permit reviews are designed to ensure that no asbestos is illegally disturbed during the renovation, modification, or alteration of any commercial facilities, residential facilities with 5 or more units, or any residential facility being converted to a commercial facility. The review also checks designs to ensure that adequate measures have been taken to prevent the emission of air pollutants. Consequently, Air permit approval must be obtained for 1) Any facilities with spray painting, product application spraying, volatile chemical, or incineration operations, or 2) the modification or repair to interior walls, roofs, ceilings, floors, duct areas or piping within a commercial facility in Miami-Dade County and its municipalities.

- Q. What is a commercial facility?
- R. All non-residential land use plus any residential land use having more than four (4) units is classified as a commercial facility.

- Q. Is there only one type of Air Permit review?
- R. No, Air permitting can be broken down into two(2) types of reviews 1) Review for the disturbance of any Asbestos containing materials, and 2) Review of equipment, chemicals, or operations which have the potential to emit air pollutants.

- Q. When is it necessary to have plans reviewed for Asbestos?
- R. An Asbestos review is required for any modifications to existing commercial, industrial and residential developments having more than four (4) units.

- Q. What is required to obtain an Asbestos approval from the Plan Review Section?
- R. A person applying for such approval shall submit the following:
 - 1) Sets of plans, properly dimensioned, that include a site plan, a floor plan, and Scope of Work. The correct address and project location, including suite numbers, must be shown on the plans and building permit application. The plans

shall be signed and sealed by an engineer or architect who is licensed and registered in the State of Florida.

- 2) An original Asbestos survey signed and sealed by an Asbestos consultant who is licensed and registered in the State of Florida. The asbestos survey must provide a site assessment and material sample results from the areas to be affected by the proposed work. If the building where the work is to be done was constructed after January 1, 1989 a letter from the building's Architect of Record stating that no asbestos containing materials were used in the construction may be submitted.
- 3) If any Asbestos containing materials are to be disturbed, A Notice of Asbestos Removal (forms are available at the Plan Review Section) must be completed and presented along with the plans to the DERM Air Facilities Section, located at 33 SW 2nd Avenue, 9th floor.

Q. What is required to obtain Air permit approval for potential air emission sources?

R. A person applying for such approval shall submit the following:

- 1) A completed Air Permit Application. Forms are available at the DERM Plan Review Section, 111 NW 1st St. and Air Facilities Section, 33 SW 2nd Avenue, 9th floor.
- 2) Sets of plans, properly dimensioned, that include a site plan and a floor plan. The plans shall be signed and sealed by an engineer or architect who is licensed and registered in the State of Florida.
- 3) A signed and sealed engineering report with a complete and detailed process description, equipment specifications, and material safety data sheets (MSDS).

Stormwater Drainage Approvals

The control of stormwater runoff and drainage is vital in protecting the aquifer from contaminants. The paving and drainage review is done pursuant to Sections 24-3, 24-33, 24-12.1. of the Miami-Dade County Environmental Protection Ordinance.

Q. When is it necessary to have plans reviewed for drainage compliance?

R. The Paving and Drainage review is required for any construction project, new or otherwise which is proposing paved driveways, walkways, and/or courtyards that will require some form of drainage structure for the removal of stormwater.

Q. What needs to be done to obtain paving and drainage review approval?

R. Paving and Drainage plans can be submitted as part of the building permit set of plans or can be processed independently. If paving and drainage plans are processed independently and approved they must be resubmitted with the building permit set of plans in order to approve the building permit.

Q. What is required for the Paving and Drainage Review?

R. A person applying for such approval shall submit the following:

- 1) Five (5) sets of paving and drainage plans, properly dimensioned, with the project name and location clearly shown. If the project is located within a municipality the number of sets will depend on the municipality's requirements. The plans shall be signed and sealed by an engineer or architect who is licensed and registered in the State of Florida.
- 2) Two(2) sets of drainage calculations and test data signed and sealed by an engineer who is licensed and registered in the State of Florida.
- 3) A review fee that ranges from \$60.00 to \$160.00 payable to Miami-Dade County. The exact fee is dependent on the complexity of the review and is subject to change from year to year

Q. What information should the paving and drainage plans contain?

R. The paving and drainage plans shall, at a minimum, contain:

- 1) A Site plan showing project location, building structures and limits of paved and unpaved areas.
- 2) A Site survey showing land elevations and elevations of existing topographical features.

- 3) Design details in conformance with good engineering practices and details stipulated in the Dade County Public Works Manual and DERM's Catch Basin Detail.
- 4) Plan and profile of the proposed drainage system.
- 5) Show any existing/ proposed drainage structure details.
- 6) Pervious and impervious areas within the project site shall be identified and calculated.
- 7) Site percolation test results, for municipalities.
- 8) Plans need to be signed and sealed by a professional engineer.

Industrial Facilities Permit Requirements

The Industrial Facilities review is required for all commercial and industrial projects that store, handle, or generate hazardous materials. Among the projects reviewed, but not limited to, such operations as: manufacturing operations, automotive repair shops, concrete plants, hospitals, storage tanks, car washes, dental and doctor's offices, laboratories, material storage facilities, paint shops, metal works, etc. Pursuant to Sections 24-11(9), 24-12.1, 24-13(4), 24-13(6) and 24-31 of the Miami-Dade County Environmental Protection Ordinance, anyone seeking to construct or operate such a facility in Miami-Dade County must obtain written approval from the DERM Plan Review Section and obtain a DERM Industrial Waste Annual Operating Permit.

- Q. When is it necessary to have plans reviewed by Industrial Facilities?
- R. An Industrial Facilities review is required when the proposed use of a facility is non-residential and has the potential to store, handle, or generate hazardous materials and/or hazardous wastes. Examples are auto-repairs because of the waste oils and solvents, Dentist and Chiropractors because of the x-ray waste, manufacturers because of waste streams created by the process they use, Office buildings with generators because of the fuel tanks associated within the generator.
- Q. Can anyone open an industrial facility anywhere in Miami-Dade County?
- R. NO, Miami-Dade County code prohibits commercial and industrial facilities from operating when served by a septic tank and/or from operating within Wellfield Protection Areas. In some instances, a facility may be allowed to operate on a septic tank or within of a Wellfield Protection by going through a Major Departmental Review or obtaining approval from the Environmental Quality Control Board (EQCB)
- Q. What is required for approval from Industrial Facilities?
- R. An applicant seeking an Industrial Facilities approval is required to provide DERM Plan Review Section with the following information:
- 1) Sets of plans, properly dimensioned, that include:
 - A site plan showing:
 - a) Site location,
 - b) Address and folio number of property
 - c) Property boundaries
 - d) All utility features within the site including water/sewer lines and connection points, manholes, clean-outs, sampling points, septic

tanks/drainfields, groundwater monitoring wells, above ground tanks underground tanks, and existing on-site supply of production wells..

A floor plan showing:

- a) The location of all equipment, all treatment systems, floor drains and their discharge points, restrooms and sewer connections, all hazardous material/ waste storage and locations of waste generating equipment.
- b) Secondary containment areas/structures

The plans shall be signed and sealed by an engineer or architect who is licensed and registered in the State of Florida.

- 2) A signed and sealed engineering report with a complete and detailed process description, equipment specifications, and material safety data sheets (MSDS).
- 3) Application /Forms: a). A complete permit application (when required) which will include Material Safety Data Sheets (MSDS) for the products used and copies of contracts with approved waste hauler(s). b). Spill Prevention Control and Countermeasure Plans (Required for tanks or system of tanks with capacities of 5,000 gallons or more). S.P.C.C.P. shall be signed and sealed by a professional engineer.
- 4) Fees: Industrial Facilities plan review fee ranging from \$130.00 to \$1,400.00 is charged depending on the scope of work proposed. A fee for annual operating permit fee is assigned when permit application has been reviewed. Contact the Industrial Facilities Plan Review engineers for requirements of specific operations.

MINIMUM SUBMITTAL REQUIREMENTS

RESIDENTIAL

Any residential project must have, as a minimum, the following items in order to be reviewed and approved by DERM.

- PROPERTY FOLIO NUMBER.
- CURRENT PROPERTY SURVEY.
- **UNINCORPORATED MIAMI DADE ONLY**; RESIDENTIAL FLOOD LEGEND
- DEPT OF HEALTH WATER EXTENSION PLAN APPROVAL LETTER. (IF EXTENSION OF A PUBLIC WATER MAIN IS REQUIRED)
- DERM SEWER EXTENSION PLAN APPROVAL LETTER. (IF EXTENSION OF A SANITARY SEWER LINE IS REQUIRED)
- SEWER CAPACITY CERTIFICATION LETTER.
- WATER & SEWER VERIFICATION FORM FROM THE CORRESPONDING UTILITY COMPANY.
- **MUNICIPALITIES ONLY**: RESOLUTION LETTER FROM MIAMI-DADE WATER AND SEWER DEPARTMENT.
- **ADDITIONS, REMODELINGS, AND ALTERATIONS**: MUST PROVIDE A COMPLETE SCOPE OF WORK FORM*, MUST INCLUDE A COST ESTIMATE.
- **REPAIR LISTS**: MUST PROVIDE A COMPLETE SCOPE OF WORK FORM*, MUST INCLUDE COST ESTIMATES.

COMMERCIAL, INDUSTRIAL, & MULTI-UNIT

Any commercial, industrial, or multi-unit residential project must have, as a minimum, the following items in order to be reviewed and approved by DERM.

- PROPERTY FOLIO NUMBER.
- CURRENT PROPERTY SURVEY.
- SCOPE OF WORK/ DESCRIPTION OF ALL PROPOSED USES .
- **UNINCORPORATED MIAMI DADE ONLY**; COMMERCIAL, INDUSTRIAL, & MULTI-UNIT FLOOD LEGEND
- DEPT OF HEALTH WATER EXTENSION PLAN APPROVAL LETTER. (IF EXTENSION OF A PUBLIC WATER MAIN IS REQUIRED)
- DERM SEWER EXTENSION PLAN APPROVAL LETTER. (IF EXTENSION OF A SANITARY SEWER LINE IS REQUIRED)
- SEWER CAPACITY CERTIFICATION LETTER.
- WATER & SEWER VERIFICATION FORM FROM THE CORRESPONDING UTILITY COMPANY.
- **MUNICIPALITIES ONLY**: RESOLUTION LETTER FROM MIAMI-DADE WATER AND SEWER DEPARTMENT.
- **INTERIOR RENOVATIONS/ DEMOLITIONS** REQUIRE A SIGNED AND SEALED ASBESTOS SURVEY.
- **COMMERCIAL/INDUSTRIAL PROJECTS** MUST PROVIDE A COMPLETE AND DETAILED PROCESS DESCRIPTION OF THE FACILITY'S OPERATIONS.
- **PAVING & DRAINAGE** REQUIRES; PLANS (5 SETS), TEST DATA & CALCULATIONS (2 SETS) FOR ANY PROPOSED PARKING LOTS OR PAVED AREAS.
- **REPAIR LISTS**: MUST PROVIDE A COMPLETE SCOPE OF WORK FORM*, MUST INCLUDE ALL COST ESTIMATES. ANY REPAIRS WHICH MAY INVOLVE THE DISTURBANCE OF WALL, FLOOR, CEILING, OR INSULATION MATERIALS FOR WHICH THE TOTAL AMOUNT OF MATERIALS BEING DISTURBED IS GREATER THAN 160 SQ.FT. WILL REQUIRE AN ASBESTOS SURVEY.
- **RE-ROOFS/ REPAIRS TO ROOFS** REQUIRE AN ASBESTOS SURVEY IF THE AMOUNT OF WORK IS GREATER THAN OR EQUAL TO 160 SQ.FT. A REROOF APPLICATION* MUST BE SUBMITTED IF ASBESTOS CONTAINING MATERIALS ARE FOUND.

The items listed are a minimum requirement, more information maybe required for approval of your project.